

Printing Class List with Photos

- Log into PowerTeacher
- Click on the Printer Icon for the class you want the Class List with Photos



- Which report would you like to print?
 - Select Student Photos from the pop-up menu (scroll down as it is the last report listed in the pop-up menu)
 - Click on Submit

Which report would you like to print? **Student Photos**

For which students? All 12 students in my classes.

Test print? ☐ Print only the first 2 pages.

Watermark Text

Watermark Mode **Overlay**

When to print **ASAP**

Submit

- When you get the Report Queue window, click on the Job Name (Student Photos in blue)

Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
10/23/2009	Student Photos	10/23/2009 11:55 AM	10/23/2009 11:55 AM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 10 days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.


- At the next window, just click on the Submit button

User	Hampton, Elizabeth Nichols
School	Lower Merion High School (10)
Created	10/23/2009 11:55 AM
Job Name	Student Photos
Type	PDF
Reports	Students
Status	Completed
Started	10/23/2009 11:55 AM
Ended	10/23/2009 11:55 AM
When To Execute	<div>ASAP</div> <div>0/0/0</div>
Run job again?	<input type="checkbox"/>
Result File	Student_Photos.pdf
File Size	51.51 KB

Submit

- Now you should be back at the Report Queue window. Click on View and the list of students with photos should open in a PDF file.

Report Queue - My Jobs [Refresh](#)

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